

STATE OF HAWAII  
NOTICE OF AND REQUEST FOR EXEMPTION **109 DEC 21 A10:00**  
FROM CHAPTER 103F, HRS

To: Chief Procurement Officer

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

From: Department of Health, Adult Mental Health Division *01*  
*Department/Division/Branch or Office*

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

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| 1. Title and description of health and human service(s):   |  |
| Provision of Supported Employment services for adults with severe and persistent mental illness. Supported Employment services provide consumers with employment options and includes community-based assessment and evaluation, job development and placement, on-the-job training, advocacy, job coaching, education/vocational training, counseling, support services to family members and caregivers, and other support services as needed. |  |
| 2. Provider Name and Address:  | Steadfast Housing Development Corporation<br>677 Ala Moana Boulevard, Suite 713<br>Honolulu, Hawaii 96813. |
| 3. Total Contract Funds:   | \$176,700 (estimated)  |
| Contract Funds per Year (if applicable):   |  |
| 4. Reference number of Previous Request for this Service (if applicable):  |  |
| 5. Term of Contract:   | Start: 1/01/10<br>End: 3/31/10   |

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6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:

The Adult Mental Health Division (AMHD) released an RFI for Supported Employment and Self-Supported Employment/Micro-Enterprise Development Services on 9/8/08. The feedback received from the community suggested that the RFP should require and fund educational outreach to consumers to inform them about the evidence-based practices and on how to access cost sharing funds from others sources, and to outreach to potential employers and community organizations by highlighting success stories of the program. Some of this feedback was included in the new RFP for Supported Employment and Self-Supported/Micro-Enterprise Developmen services.

The current contract for Supported Employment services was scheduled to end on 6/30/09 and was extended through 12/31/09 pursuant to section 3-149-301(c), HAR. Unfortunately, due to the current budget shortfall, the AMHD has had to prioritize services which sometimes required the redesign of services in innovative ways that could also address mandatory cost cutting measures. The redesign of services has required the inclusion of input from other AMHD staff which has been time consuming due to the departure of key clinical AMHD staff members and the lack of staff resources available to address all of the requirements of the vacated positions. The prioritizing and reduction of services was difficult since the AMHD created new service supports in the community during the past few years to address consumer needs. These unexpected situations led to delays in releasing the RFP for Supported Employment services.

RFP No. HTH 420-3-10 for Supported Employment Services was issued on 11/10/09 and proposals are due on 12/21/09. Although the RFP for this service has been released, there is insufficient time to complete the procurement and contracting process and execute a new contract to ensure the continuity of services in the community. An extension of time will enable the AMHD to complete the procurement and contracting process and to ensure a smooth transition to the new, updated services for both consumers and providers.

7. Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable:

The identified provider was the applicant selected during the competitive purchase of service process completed in April 2005. An extension of time will ensure that there is no break in service or any undue interruption of services for our consumers, who are counting on the community supports provided by this service.

8. Describe the state agency's internal controls and approval requirements for the exempted procurement:

Service and administative requirements under the contract shall be monitored through AMHD's regular oversight and monitoring procedures.

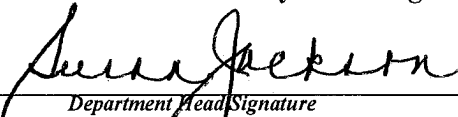
9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

William P. Sheehan, M.D., Acting AMHD Chief  
Brian Higgins, AMHD Chief Financial Officer  
Karen Krahn, AMHD Chief of Clinical Operations  
Amy Yamaguchi, AMHD Public Health Administrative Officer (PHAO)

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| 10. Direct questions to (name & position): | Amy Yamaguchi, PHAO          |
| Phone number:                              | 808-586-4682                 |
| e-mail address:                            | amy.yamaguchi@doh.hawaii.gov |

I certify that the information provided above is to the best of my knowledge true and correct.

|   |                                |
|---|--------------------------------|
| <br>_____<br><i>Department Head Signature</i> | <u>12/17/09</u><br><i>Date</i> |
| for <u>Chiyome Leinaala Fukino, M.D.</u><br><i>Typed Name</i>   |                                |

**NOTICE**

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Aaron Fujioka, Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

**FOR CHIEF PROCUREMENT OFFICER USE ONLY**

Chief Procurement Officer's Comments:

☒ **APPROVED**    ☐ **DISAPPROVED**    ☐ **NO ACTION**

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|---|--------------------------------|
| <br>_____<br><i>Chief Procurement Officer Signature</i> | <u>12/28/09</u><br><i>Date</i> |
|---|--------------------------------|

Please ensure adherence to applicable administrative requirements.